

Administration of Medicines Policy

Purpose

Aflah Nursery is committed to promoting the health, safety and wellbeing of all children in our care. This policy outlines the procedures for the safe storage, administration and recording of medicines in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2026.

We recognise that parents and carers have primary responsibility for their child's health and wellbeing and must provide accurate and up-to-date information regarding any medical conditions, allergies or medication requirements. Where appropriate, and with parental consent, advice may be sought from relevant healthcare professionals to ensure children receive the support they need whilst attending the nursery.

Administration of Medicines

Wherever possible, medicines should be administered at home. However, we recognise that some children may require medication during nursery hours to support their health and wellbeing.

Medication will only be administered with written consent from a parent or carer and must be supplied in its original container with the original pharmacy dispensing label clearly showing the child's name, dosage instructions and expiry date. Prescription medicines will be administered only if prescribed specifically for the child by a registered healthcare professional.

Medication Information and Changes

Aflah Nursery will obtain sufficient information about any medication a child requires before the medication is administered within the setting. Parents and carers are responsible for providing accurate and up-to-date information regarding their child's medication needs, including the name of the medication, dosage, frequency, method of administration and any relevant medical instructions.

Parents and carers must promptly inform the nursery of any changes to their child's medication, dosage, medical condition, or healthcare needs.

The nursery will ensure that medication records and relevant healthcare information are kept up to date and that appropriate staff are made aware of any changes necessary to the child's safe care.

Children who require long-term medication or emergency medication, such as inhalers, adrenaline auto-injectors, or epilepsy medication, must have an Individual Healthcare Plan in place. This must include names of trained staff, what to do/not to do in an emergency, who to contact etc.

Where a child has an Individual Healthcare Plan, this will be reviewed and updated where necessary following any significant change to their medication or medical needs.

Before administering any medication, staff will check the child's identity, the medication, the prescribed dosage, the method of administration and the expiry date. Wherever reasonably practicable, two members of staff will be present during the administration of medication to ensure accuracy and accountability.

Following administration, a written record will be completed detailing the medication given, the dosage, the time of administration and the member(s) of staff involved. Parents or carers will be informed on the same day and asked to acknowledge the record.

Medicines will be stored safely and securely, out of the reach of children and in accordance with the manufacturer's instructions. Medication requiring refrigeration will be stored in a designated refrigerator inaccessible to children.

Staff Training

Medication will only be administered by staff members who understand the nursery's medication procedures and are competent to do so.

Where the administration of medication requires medical or technical knowledge, appropriate training will be obtained from a suitably qualified healthcare professional before a member of staff undertakes the procedure.

Staff will follow the child's Individual Healthcare Plan where one is in place and must seek guidance from the Nursery Manager if they are uncertain about any aspect of administering medication.

No member of staff will administer medication where they do not feel appropriately trained or competent to do so.

Outings and Visits

Where medication is required during outings or visits, it will accompany the child, along with any relevant healthcare information, to ensure it remains readily available if needed.

Aflah Nursery reserves the right to refuse to administer medication where appropriate consent has not been obtained, the medication is not correctly labelled, clear instructions have not been provided, or it is considered unsafe to do so.

Confidentiality

All information relating to a child's medical needs will be treated as confidential and shared only with those who need the information to safeguard the child's health, safety and wellbeing.

Monitoring and Review

The Nursery Manager will monitor the implementation of this policy to ensure medicines continue to be administered safely, accurately and in accordance with current legislation and statutory guidance.

This policy should be read alongside the Illness and Exclusion Policy, Accident and First Aid Policy, Health and Safety Policy and Safeguarding and Child Protection Policy.

Date Approved: August 2026

Review Date: August 2027

Aflah Nursery